

AIRPORTS AUTHORITY OF INDIA

DOCUMENT MANAGEMENT MANUAL

**Directorate of Air Traffic Management
Airports Authority of India
Corporate Headquarters
Safdarjung Airport
New Delhi-110003**

ATM/HRD/2024/V2.00-MDOC-DOCC

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DIRECTORATE OF AIR TRAFFIC MANAGEMENT
Document Management Manual

DOCUMENT APPROVAL

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AMENDMENT RECORD

Amendment Nr.	Amendment Date	Incorporated by	Incorporated on

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FOREWORD

ATM Directorate provides guidance and direction to all five regional offices and all airports under the control of AAI on matters pertaining to Air Traffic Management in the form of Air Traffic Management Circulars, Manuals, Aeronautical Information Publication, general circulars and routine letters. Regional Headquarters and offices of GM (ATM) of Airports have established various documentation frameworks and practices and procedures related to operational and non-operational matters in the form of ATC Circular, Operational Circular and Administrative Circular. Though these documents have provided directives and instructions/guidance to air traffic controllers on accepted means of compliance with the Indian Civil Aviation Regulations and related Standards, but some documents could not be easily located or accessible for reference at the time of requirement in the absence of a standard document management process

The objective of this document is to control and standardize management of documents in ATM Directorate which will ensure that everyone within the ATM Directorate understands their responsibilities in relation to the development, usage and management of documentation as per the standards for Document Management at the time of requirement in the absence of a standard document management process. In order to overcome this problem, a “Document Management Manual” of ATM Directorate has been developed.



(SHYMALI HALDAR)

EXECUTIVE DIRECTOR (ATM)

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PREFACE

Document Management Manual (DMM) is prepared and maintained by the Directorate of ATM, CHQ, on behalf of the Airports Authority of India for the use and guidance of executives and staff of ATM Directorate in AAI.

The purpose of this document is to control and standardize document management in ATM Directorate to ensure that uniform procedures in relation to the development and management of ATM documents are followed.

The procedures and instructions in this manual shall be applicable to all the Sections in ATM Directorate like ATM, ASM, ATFM, CAP etc. and all the ATS centres, in relation to all the manuals, circulars, guidance materials etc. issued by the respective sections on operational matters

Queries, comments & suggestions on this Manual, may be forwarded to the Executive Director (ATM), Airports Authority of India, CHQ, New Delhi.

(ASHISH MOHAN DAS)

GENERAL MANAGER (ATM-HRD)

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CHAPTER 1

INTRODUCTION

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1.1 TITLE OF THE DOCUMENT:

This document is identified as Document Management Manual - Directorate of Air Traffic Management.

1.2 PURPOSE OF CHAPTER:

This chapter details the procedures for preparing, approving, controlling and amending the 'Document Management Manual', herein will be referred as Manual.

1.3 PURPOSE OF THE MANUAL:

The purpose of this document is to control and standardize document management of the ATM Directorate. This will ensure that all personnel in ATM Directorate understand their responsibilities in relation to the development, use and management of documentation.

1.4 SCOPE OF THIS MANUAL:

The procedures and instructions in this manual shall be applied to all those documents which are within the ATM Directorate of Airports Authority of India and directly related to Air Traffic Management.

Note: For the purpose of this Manual, the term ATM Directorate has been used as a generic term and includes, ATM, ASM, ATFM and CAP Directorates at CHQ, RHQs and ATS Centres.

1.5 RESPONSIBILITY FOR DOCUMENTATION AND PUBLICATION:

Executive Director (ATM) is responsible to publish and maintain this Manual.

1.6 AUTHORITY/RESPONSIBILITY FOR CHANGES:

- 1.6.1 The Executive Director (ATM) is responsible for incorporating amendments to the Document Management Manual.
- 1.6.2 Holders of hard copies of this Manual are responsible for ensuring that the Manual is kept up to date. This includes inserting new chapters or amendments in a timely manner.
- 1.6.3 The user of this Manual will be responsible for verifying the currency of the Manual. For this purpose, a copy of current Manual shall be maintained by ATM-HRD Section on AAI website (<https://aai.aero>) and AIM India website (<https://aim-india.aai.aero>).



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1.7 REVIEW:

- 1.7.1 The General Manager (ATM-HRD) will conduct yearly audit / review of this Manual to ensure accuracy and updating of all its contents and reference data.
- 1.7.2 The General Manager (ATM-HRD) on behalf of the Executive Director (ATM) will ensure that the changes being incorporated are duly approved by the competent authority, relevant pages in the Manual are revised.

1.8 EFFECTIVE DATE:

- 1.8.1 Effective date of Manual is indicated in the Footer of the pages.
- 1.8.2 Any amendment or corrigendum to this document will be indicated at the footer of the affected pages with the amendment or corrigendum number and effective date.
- 1.8.3 New edition/version to this Manual will be indicated in the cover page with effective date and also in the footer of the pages alongwith Document ID.

1.9 CHANGE HISTORY:

This is the first edition of the second version of Document Management Manual. Subsequent changes will be indicated in 'Record of Amendments and Corrigenda' page.

1.10 FORMAT

Amendment-documentation being inserted in the manual must contain headers and footers that are consistent with those residing in this document.

1.11 CONTROLLING THE MANUAL

Directorate of Air Traffic Management will control this Manual electronically through Airports Authority of India website (<https://aai.aero>) and AIM India website (<https://aim-india.aai.aero>).

1.12 DISTRIBUTION OF THE MANUAL

Directorate of Air Traffic Management may produce hard copies and control the distribution of these copies, as they deem appropriate.

1.13 MASTER COPY

An electronic and a hard Master Copy of the Manual will be held and maintained by the GM (ATM-HRD).

1.14 CHECKING CURRENCY OF THE MANUAL

General Manager (ATM-HRD) will ensure that a current copy of the Manual with any amendment/corrigendum is uploaded on Airports Authority of India website



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(<https://aai.aero>) and AIM India website (<https://aim-india.aai.aero>) as soon as possible after publication.

1.15 ENQUIRIES

Enquiries / clarifications / suggestions, if any, should be addressed to:

The Executive Director (ATM)

Airports Authority of India,

Rajiv Gandhi Bhawan, New Delhi-110003.

Email: edatm@AALAERO

CHAPTER 2

DOCUMENT MANAGEMENT PROCEDURES

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2.1 GENERAL PROCEDURES:

- a) Controlled Document is a document that is subject to certain controls to ensure its accuracy and completeness. Controlled documents mean that documents are subject to document life cycle from creation, validity to archiving and must undergo formal review, formal approval, controlled distribution and disposal. It means that controlled documents cannot be simply deleted as the organization must document even the version that is no longer valid. Each version must go through defined document phases or statuses. It must be clear which version is valid, or when was the particular version valid.
- b) It is important to note that not all documents need to be controlled. The decision of which documents to be controlled should be based on the document's importance to the system and the potential impact of changes to the document. So, for example, a meeting invitation to the participants is not critical to the operation need not be a controlled document.
- c) Whether the document to be a Controlled Document shall be decided by the HODs of ATM directorate at CHQ, GM (ATM-Regions) at RHQ and ATS Incharge at ATC Centres/Units for their respective documents.
- d) The Document Controlling Authority shall retain the Master Copy of the document.
- e) A master list of all controlled documents shall be maintained by the Document Controlling Authorities.
- f) In case of a Manual, the header shall contain AAI logo, name of the manual, and location of document controlling authority. Footer of the manual shall contain date of issue, page number and document identification number as per convention described in para 2.3.

2.2 DOCUMENT CONTROLLING AUTHORITY:

Controlling Authorities of documents are as appended below: Location	Controlling Authority
CHQ	EDs of respective sections in ATM Directorate
RHQ	GM (ATM) of respective region
Airports/ATC Centres where GM (ATM) is ATS in-charge	GM (ATM) of respective Airports/ ATC Centre
Other Airports	ATS In-charge.

2.3 DOCUMENT IDENTIFICATION:

2.3.1 All the controlled documents in ATM units shall have Document Identification Number issued by the concerned Document Controlling Authorities.

2.3.2 The document identification shall consist of 3 groups separated by a hyphen without a space before and after, as appended below:

CCCC/DDDD/YYYY/NNNNNN-GGGG-XXXX

2.3.3 Group 'CCCC/DDDD/YYYY/NNNNNN':

Group consists of four subgroups CCCC, DDDD, YYYY and NNNNNN separated by a slash (/).

a) Subgroup 'CCCC':

This subgroup may comprise of 2 to 4 letters indicating either designation or location of controlling authority. Following conventions will be issued for this subgroup:

Document Controlling Authority	Subgroup CCCC
Documents issued by ED (ATM)	ATM
Documents issued by ED (ASM)	ASM
Documents issued by ED (CAP)	CAP
Documents issued by ED (ATFM)	ATFM
Documents issued by GM(ATM), Northern Region	NR
Documents issued by GM (ATM), Northeastern Region	NER
Documents issued by GM (ATM), Eastern Region	ER
Documents issued by GM (ATM), Southern Region	SR

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Documents issued by GM (ATM), Western Region	WR
Documents issued by ATS In-charge of an Airport e.g. Documents issued by GM (ATM), I.G.I. Airport, New Delhi Documents issued by Incharge ATM at Patna Documents issued by Incharge ATM at Pant Nagar	ZZZZ (ICA0 location indicator of the Airport.) VIDP VEPT VIPT

b) **Subgroup ‘DDDD’:**

This subgroup ‘DDDD’ comprises of three to four characters indicating the Directorate/Section issuing/controlling the document, for example, FPD, ASM, AIS, SQMS, etc.

Some of the subjects have been abbreviated as appended below:

AIM	Aeronautical Information Management
AIS	Aeronautical Information Services
ASM	Airspace Management
ATFM	Air Traffic Flow Management
ATM	Air Traffic Management
ATS	Air Traffic Services
AUTO	ATM Automation
CAP	Certification of Air Traffic Personnel
CARO	Civil Aviation Research Organisation
CART	Cartography section
DoAS	Department of Aerodrome Safeguarding
FPD	Flight Procedure Design
HRD	Human Resource Development
IPG	Integrated Planning Group
SAR	Search and Rescue
SQMS	Standards, Quality Management and Safety
SURV	Survey
TRG	Training



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c) **Subgroup 'YYYY':**

This subgroup comprises of four figures indicating the year of issuance of the document e.g. 2024.

d) **Subgroup 'NNNNNN':**

This subgroup comprises of six-digit e-office file's computer number which is a unique number in which the approvals for the issuance of documents have been sought from the competent authority. When the document is a manual, it will indicate its Version No. e.g. V1.01;

or

Alternatively, stations may use this subgroup comprising of six figures sequence unique number for a year, as per the file number under different Heads maintained at the station. The record of such numbers shall be maintained by the station for traceability, e.g if a Temporary Local instruction number 02 is issued in the year 2024 under the file number 20-04 at the station, then subgroup NNNNNN, can be numbered 200402, where 2004 represents the file no. 20-04 of that ATC Centre/section and the last two digits i.e. 02 represents the TLI no. 02 of 2024. Hence, doc ID can be VXXX/SQMS/2024/200402/PROC-PROF.

2.3.4 **Generic Subject Group (GGGG):**

It consists of four letters as described below:

ADMN	Administrative Matters
AEMG	Airport Emergencies
AIMS	AIS Matters/Management
AOPS	Aerodrome Operations and Procedures
ASAC	Aerodrome Safety Advisory Circulars
AUTO	Automation
AVSC	Safety Circulars/Documents
BOMO	Contingency Procedures to Deal with Bomb Threat and Other Contingency Procedures
CAPC	CAP Circulars
EXTR	External Documents
FINC	Financial Matters
FORM	Forms/Templates
HIJK	Contingency Procedures to Deal with Unlawful Interference



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HRDM	Human Resource Development and Management
LOGB	Logbook
MADM	Aerodrome Manual
MAIS	Manual of Aeronautical Information Services
MATM	ATM Directorate Manual
MATS	Manual of Air Traffic Services
MDOC	Document Management Manual
MISC	Miscellaneous
MSAR	Manual of Search and Rescue
PROC	Procedures
REGU	Regulations, Rules, DGCA Documents, Circular, CARS, etc.
SARS	Search and Rescue
SECU	Security Matters
TRRC	Training, Rating and Competency
VVIP	VVIP
GGGG	Any other generic subject which is not abbreviated above
NOTE:	<i>Document Controlling Authority may use any other abbreviation on the subject which is not included in the above list and make a record of it in Local SOP on Document Management Manual.</i>

2.3.5 Specific Subject Group (XXXX):

It shall consist of four letters of specific subject on which the document is issued. Some of the subjects have been abbreviated as appended below:

ACCP	Area Control Position
ACCR	Area Control Radar Position
ACID	Accidents
ADCN	ADC No.
ADLI	Aerodrome Licensing
ADSC	ADS/CPDLC
ADSP	ADS/CPDLC Position
AIPS	AIP/AIP Supplements/Amendments
AOPM	Aerodrome Operating Minima
APPP	Approach Position
APPR	Approach Radar Position



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APRN	Apron Control/Management
AROP	ARO Position
ASPI	Air Space Issues
ATCL	ATCO Licensing
ATFM	Air Traffic Flow Management
ATMC	ATM Circular
BALN	Balloons
BCAS	Bureau of Civil Aviation
BOMB	BOMB THREAT
CART	Cartography
CLDP	Clearance Delivery Position
CNSS	CNS Services
CORD	Coordination Procedures
DEPP	DATA Entry Position
DGCA	Correspondences with DGCA
DOCC	Document Control
FAMI	Familiarisation
FDPS	Flight Data Processing System
FICN	FIC No.
FICP	FIC Position
FIRE	Fire
FLYC	Flying Clubs
FPLS	Flight Planning
HAJO	Haj Operation
HELI	Helicopter Operations
HIJK	Unlawful Interference (Hijacking)
IALP	IAL Procedures
ICAO	ICAO Documents
IMCC	INMCC
INCD	Incidents
METS	Meteorological Services
NOCS	NOC
NOTM	NOTAM



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NSFR	Non-Schedule Flight Forced to Land
OCCP	OCC Position
POST	Posting
PROF	Proficiency Checks
PRT-1	Part1
PRT-2	Part2
RADR	Radar Services
RATG	Rating
RDPS	Radar Data Processing System
RNFC	RNFC
SECT	Sectorisation
SECU	Security Issues
SIMU	Simulator
SLOT	SLOT Allocation/Scheduling
SMCP	SMC Position
SMGC	ASMGCS
SOPA	Joint SOP for Handling of VVIP Flight
TLIS	Temporary Local Instructions
TRFR	Transfer
TRNG	Training
TWRP	Tower Position
VVIP	VVIP Operations
WAHR	Watch Hours
XXXX	When specific categorisation required as generic group is self-explanatory about the specific subject.

NOTE: Document Controlling Authority may use any other abbreviation on the subject which is not included in the above list and make a record of it in Local SOP on Document Management Manual.

2.3.6 EXAMPLES

- a) Documents Issued by ATM, CHQ
ATM/DoAS/2024/NNNNNN-PROC-NOCS
CAP/SQMS/2024/V1.01-MATS-PRT1
- b) Documents Issued by ATM, RHQ



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NR/ATM/2024/NNNNNN-PROC-ADSC

- c) Documents Issued by stations (ATM)
VIDP/SQMS/2024/V1.01-MATS-PRT2
VIDP/TRG/2024/NNNNNN-TRRC-ACCR
VIPT/ATM/2024/NNNNNN-LOGB-TLIC

2.4 CONTROL OF DOCUMENTS IN ATS UNITS:

- 2.4.1 Any document issued by CHQ/RHQ which are required to be distributed to ATS units shall be reissued preferably in the form of circular, after giving local Document Identification No. The Document Identification No. of source document of CHQ/RHQ shall be referred in the circular.
- 2.4.2 For the continuity of subject to the readers, reference of previous documents (Identification) if any, on the subject under consideration shall be referred in the current document.
- 2.4.3 For the convenience of records of documents, the hard copies of documents other than manual shall be placed in Folders for each generic subject (GGGG) mentioned in Para 2.3.4. Each folder may be divided into sections containing specific subjects (XXXX) mentioned in Para 2.3.5 e.g. AERODROME OPERATIONS AND PROCEDURES (AOPS) folder may be divided into sections like Aerodrome Licensing (ADLI), Watch Hours (WAHR), allotment of parking stands etc.

2.5 CONTROL OF DOCUMENTS IN ATM DIRECTORATE AT CHQ:

- 2.5.1 Each Directorate under ATM will maintain a checklist of such issued documents. At the end of that calendar year, all concerned sections shall submit an Annual Checklist of current documents to GM (ATM-HRD), who will consolidate the check list/documents and maintain the record of documents in ATM Directorate.
- 2.5.2 Any cancellation of a document shall also be promptly intimated to GM (ATM-HRD).

2.6 CANCELLATION PROCEDURES:

- 2.6.1 A document which has been revised and supersedes the previous document shall contain information about cancellation of previous document e.g.
Cancel: VIDP/SQMS/2024/000001-PROC-ADSC
- 2.6.2 All documents which have been issued by CHQ in a year and directly related with ATM and are essential for the provision of safe and efficient air traffic services and are of permanent nature, shall be incorporated in MATS-1 or any other concerned Manual in the next edition/version. On inclusion of such documents in MATS- 1 or any other



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concerned Manual, these documents should be cancelled. A check list of the documents which are current and are not included in MATS-1 or any other concerned Manual shall be issued at the beginning of calendar year.

- 2.6.3 All documents which have been issued by GM (ATM) RHQ/ATS In-charges in the year and directly related with ATM procedures and are essential for the provision of safe and efficient air traffic services at that ATC centre/airport and are of permanent nature, shall be incorporated in MATS-2 or any other concerned Manual in the next edition/version. A check list of the documents which are current and are not included in MATS-2 or any other concerned Manual shall be issued at the beginning of calendar year.
- 2.6.4 All documents which have been cancelled or obsolete shall be removed from ATM Units and shall be archived.

2.7 STANDARD OPERATING PROCEDURES

- 2.7.1 GM (ATM)s/ GM(ATM)-Regions/ ATS In-charges shall prepare a Standard Operating Procedure (SOP) based on this Manual, for issuance, maintenance and cancellation of documents at their respective area of responsibility.